

## PUBLIC WORKS SUPPORT SPECIALIST - 2625

### GENERAL DEFINITION AND CONDITIONS OF WORK:

Performs intermediate skilled work managing electric generators and SCADA system and supervising meter reading; does related work as required. Work is performed under regular supervision.

This is medium work requiring the exertion of 50 pounds of force occasionally, up to 20 pounds of force frequently, and up to 10 pounds of force constantly to move objects; work requires climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, pushing, pulling, lifting, fingering, grasping, and feeling; vocal communication is required for expressing or exchanging ideas by means of the spoken word, and conveying detailed or important instructions to others accurately, loudly, or quickly; hearing is required to perceive information at normal spoken word levels, and to receive detailed information through oral communications and/or to make fine distinctions in sound; visual acuity is required for depth perception, color perception, night vision, peripheral vision, preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, use of measuring devices, assembly or fabrication of parts at or within arms length, operation of machines, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is subject to inside and outside environmental conditions, extreme cold, extreme heat, noise, hazards, and oils.

### ESSENTIAL FUNCTIONS/TYPICAL TASKS:

**Managing electric generators and SCADA system; supervising meter reading; maintaining databases; handling computer conversions.**

Monitors and processes order for load management program including database for switch installations and electrical permits for each; ensures generators are operational;

Operates generators in all modes;

Maintains contact with customers;

Monitors SCADA operations; receives status messages and triggers system for operation; informs water and wastewater personnel to activate generators during peak usage periods;

Recommends necessary upgrades to system;

Maintains database of electric system poles and their utility attachments for annual billing of cable and telephone companies;

Supervises meter reading; ensures accuracy of meter readings;

Maintains contact with meter reading equipment company;

Liaises with customer service staff in Finance Department;

Reads meters when required;

Substitutes for warehouse and office personnel;

Serves on various committees and project efforts;

Performs related tasks as required.

### KNOWLEDGE, SKILLS, AND ABILITIES:

Thorough knowledge of the office practices, methods and procedures; thorough knowledge of personal computer hardware, software and operation; ability to plan and supervise work of subordinates; ability to understand and follow instructions in both oral and written form; ability to convert manual operations into an automated system; ability to train and instruct others in use of automated system; ability to troubleshoot and solve computer problems; ability to establish and maintain effective working relationships with associates and the general public.

### EDUCATION AND EXPERIENCE:

Any combination of education and experience equivalent to graduation from high school and considerable experience working with personal computer hardware and software.